



## UNSW Law / Graduate Diploma in Legal Professional Practice

# SUPERVISOR DECLARATION (**POST-PLACEMENT**)

### INSTRUCTIONS

This declaration is for supervisors of students on PLT work placements associated with the UNSW Graduate Diploma in Legal Professional Practice (GDLPP) for the courses **PLTX1300 Workplace Experience 1** and **PLTX2020 Workplace Experience 2**. It should be completed at the end of the student's placement.

When completed, please give this form to your PLT student to submit with their placement approval documentation.

**N.B.** The requirements set out for workplace experience are consistent with the 'Standards for PLT Workplace Experience' adopted by the Law Admissions Consultative Committee and the New South Wales Legal Profession Admission Board.

### PLACEMENT INFORMATION

Supervisor's name: \_\_\_\_\_

Firm/organisation: \_\_\_\_\_

Location of placement: \_\_\_\_\_

Contact phone/mobile: \_\_\_\_\_

Contact email: \_\_\_\_\_

### STUDENT INFORMATION

Family name: \_\_\_\_\_

Given name: \_\_\_\_\_

Start date of placement: \_\_\_\_\_

End date of placement: \_\_\_\_\_

The number of days this placement declaration is for: \_\_\_\_\_

## WORK EXPERIENCE

Select the option that best describes the student's weekly work attendance:

*Tick box for all tasks that this student carried out in their placement.*

- Interacted with external clients
- Interacted with in-house clients
- Drafted legal documents
- Undertook legal research
- Used a legal file management system
- Other – please specify \_\_\_\_\_  
\_\_\_\_\_

Please provide any relevant details about the tasks that this student carried out:

## STUDENT BEHAVIOUR AND PARTICIPATION

This student's punctuality and time management was:

This student's courtesy and cooperation was:

This student's overall performance was:

This student's engagement with the work and staff was:

This student's skills were at an expected level for a graduate:

Were there any areas in which you felt the student lacked training or knowledge? Please comment.

Are there any general comments or suggestions you would like to make regarding your involvement in UNSW PLT placements?

Workplace experience is an essential part of the GDLPP and we value your involvement. Your continued support would be appreciated, and we invite you to express your interest below if you might be willing to provide future placements. Would you be interested in providing a placement for the next (or a future) course?

## DECLARATION

- I confirm that the information provided in this form is true and correct.
- I confirm that I have a practicing certificate of at least three years standing.

*Requirements for workplace experience are set out in the 'Standards for PLT Workplace Experience' adopted by the Law Admissions Consultative Committee and the New South Wales Legal Profession Admission Board.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Employment of Graduates**

If you are considering employing a newly admitted lawyer, we can provide you with information regarding suitable GDLPP graduates. We also maintain a [Law Jobs Board](#) where we can publish your job advertisements.

For more information, please visit the [UNSW Law Careers website](#).